

June 26, 2015

The County Commission of Morgan County, West Virginia is soliciting sealed bids from Qualified and Licensed Roofing Contractors to provide all materials, labor, equipment, supplies and services for the Roof Replacement/Repair of "The Pines" Opportunity Center located at 109 War Memorial Drive in Berkeley Springs, WV 25411 .

The Roof Replacement/Repair will consist of removing and replacing the existing roofing with new rubber membrane roofing, installation of insulation, rebuilding of roof drains, and installation of parapet coping and accessories. Approximate surface area is 24,000 square feet.

There will be a mandatory Pre-Bid Conference at **2pm on July 9th, 2015** at the project site. Bids will not be accepted from any company not attending this Pre-Bid Conference.

Each prospective Bidder is required to purchase a minimum of one copy of the Bidding Documents. These documents consist of plans, specifications and a bid submittal packet. A CD containing full sets of the Bidding Documents will be provided to the Contractors for a cost of **\$10.00**. Checks are to be made out to the **Morgan County Commission**.

Questions regarding the Bidding Documents must be submitted in written form (letter, fax, or email) no later than **4pm on July 20th, 2015** to:

DESIGN CONCEPTS
Tim Machado, AIA
129-131 South Loudoun Street
Winchester, Virginia 22601
architect@1designconcepts.com

Bids are due no later than 9AM on July 23rd, 2015 to:

Morgan County Commission
77 Fairfax Street
Berkeley Springs, WV 25411

Bids received after this time will not be considered. Bids will be opened publicly and read aloud at 9:30AM on July 23, 2015 in the County Commission meeting room.

Mark the envelope:

"Bid Enclosed: Do Not Open"
Name and address of Bidder
Bidder's WV Contractor's License Number
"The Pines Roof Replacement/Repair"

Bids must be accompanied by a Certified Check or acceptable Bid Bond in the amount of five percent (5%) of the Base Bid, payable to the **Morgan County Commission**. A performance bond and a material and labor bond, guaranteeing the completion of the Contract and payment to all persons having direct contracts with Contractor for Labor and Materials, will be required and the cost shall be included in the bid price. Form of Performance Bond and Payment Bond will be found in the Instructions to Bidders and Bond Sections of the Project Specifications Manual.

Any Contractor submitting a Bid on this project hereby certifies, indicates, and acknowledges that he has a valid West Virginia Contractor's license and meets all the qualifications required by the statutes of the State and locality in which the work is to be performed.

The Owner reserves the right to reject any or all Bids and to waive any irregularities.

Bids shall be binding for a period of **ninety (90)** days from the date on which bids are opened.

Each bidder must be an Equal Opportunity Employer as defined by Federal and State Law.